



**Department of General Services  
Procurement Division**

707 Third Street, Second Floor, West Sacramento, CA 95605  
(916) 375-4400 (800) 559-5529

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**TO: Purchasing Authority Contacts (PACs)  
Procurement and Contracting Officers (PCOs)  
CAL-Card Program Administrators**

**RE: CAL-Card as a Payment Mechanism for Leveraged Procurement  
Agreements (LPAs)**

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Departments are reminded that when making CAL-Card purchases from the Mandatory Office Supplies Contract (1-10-75-55) and the two (2) Mandatory Toner/Ink Contracts (1-10-75-60A and 1-11-75-60), they must adhere to all procurement laws, regulations, policies, procedures, and best practices, including those discussed in the State Contracting Manual (SCM) Volume 2, 6.A2.7:

“Departments are reminded that the CAL-Card is a payment mechanism, not a procurement approach. Consequently, an LPA order must be executed on a purchase document regardless of dollar amount when accepting CAL-Card payments.”

Per the User Instructions for the three (3) contracts mentioned above, State departments may use the CAL-Card for the payment of invoices. Use of the CAL-Card for the Office Supplies Contract requires execution of a Purchasing Authority Purchase Order (Std. 65) or an Online Ordering System Purchase Order. Use of the CAL-Card for the Mandatory Toner/Ink Contracts requires the execution of a Purchasing Authority Purchase Order (Std. 65). In order to complete the purchase, the purchase order document must be signed by a departmental authorized buyer and sent directly to the contractor.

Please refer to the following contract links for additional information:

- Office Supplies Statewide Contract 1-10-75-55  
<http://www.dgs.ca.gov/pd/Programs/contracts/OfficeSuppliesContract.aspx>
- Toner and Ink Cartridges (New) Statewide Contract 1-10-75-60A  
<https://www.bidsync.com/DPX?ac=agencycontview&contid=46041>
- Toner and Ink Cartridges (Remanufactured) Statewide 1-11-75-60B  
<https://www.bidsync.com/DPX?ac=agencycontview&contid=64741>

If you have any questions regarding this notification, please contact:

Bonnie Bahnsen

(916) 375-4383

[Bonnie.bahnsen@dgs.ca.gov](mailto:Bonnie.bahnsen@dgs.ca.gov)